

# ALCATEL

business phones

**Office 1350 / Office 1350 duo / Trio**



## USER'S GUIDE

## TECHNICAL DETAILS

Free field range	Up to 300 meters*
Indoor range	Up to 50 meters*
Handset battery life (average values)	Standby: 100 hours** Talking: 10 hours**
Number of handsets	Up to 5
Intercom mode	Yes
Three-way conference (1 outside correspondent + 2 internal correspondents)	Yes
Electrical connection / Base mains adapter Charger	Input 100-240VAC 50/60Hz 150mA, Output 6VDC 300mA Input 100-240VAC 50/60Hz 150mA, Output 6VDC 300mA Only use the adapters supplied with the telephone. Single-phase AC, excluding IT installations defined by the EN 60950 standard. Caution: the network voltage is classified as a hazard by the criteria of this standard.
Telephone connection	Appliance designed for connection to a TNV3 class (telecommunications network voltage) analogue telephone line as defined by the EN 60950 standard.
Batteries	GPI - VT40AAAHC 2 x1.2V AAA size 400mAh NiMH BYD - H-AAA400A 2 x1.2V AAA size 400mAh NiMH Only use the batteries supplied with the telephone. Using any other type of battery presents a risk of explosion. Used batteries must be disposed of in compliance with current environmental protection regulations.
Operating temperature	From 5 to 40° C

\* Value may vary according to environment.

\*\* Depending on initial battery charge.

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# 1 IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury, including the following:

- 1) Read and understand all the instructions.
- 2) Follow all warnings and instructions marked on the product.
- 3) Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
- 4) Keep your phone away from hot, humid conditions or strong sunlight, and don't let it get wet or use this product near water (for example, near a bath tub, kitchen sink, swimming pool).
- 5) Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
- 6) NEVER use your phone outdoors during a thunderstorm-unplug the base from the telephone line and the mains socket when there are storms in your area.
- 7) Do not use the telephone to report a gas leak in the vicinity of the leak.
- 8) Use only the supplied NiMH (Nickel Metal Hydride) batteries! The operation periods for the handsets are only applicable with the default battery capacities
- 9) The use of other battery types or non-rechargeable batteries/primary cells can be dangerous. These may cause interference and/or damage to the unit or surroundings. The manufacturer will not be held liable for damage arising from such non-compliance.
- 10) Do not use third party charging bays. Damage may be caused to the batteries.
- 11) Please ensure the batteries are inserted in the correct polarity.
- 12) Dispose of batteries safely. Do not immerse them in water, burn them, or put them where they could get punctured.

## Package contents

The package contains the following items:

- 1 Handset
- 1 Base station
- 1 Mains power adapter
- 1 Telephone line cord
- 2 Rechargeable batteries
- 1 User manual

**Note:** If you have a Twin or Triple system, you will also have the requisite extra handset(s) and battery packs, and a charger pod for each extra handset.

Connection and conditions for use:

You can connect your phone to a direct exchange line (DEL) on a local exchange with its own phone number; to an extension socket connected to a DEL; or to an extension on an approved compatible PBX. Do not connect as an extension to a payphone.



The ringer equivalence numbers (REN) of all equipment (phones, fax machines, modems, etc.) connected to an exchange line must not add up to more than 4, otherwise one or more of them may not ring and/or answer calls correctly. The phone has a REN of 1, and most other telephones have a REN of 1 unless marked otherwise.

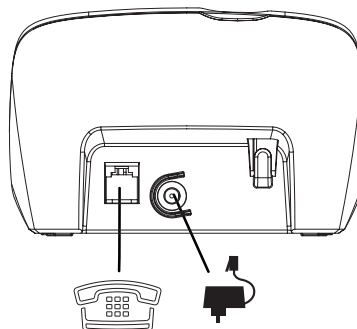
To use your handset and base together, you must be able to establish a radio link between them. The signal between the handset and the base is in accordance with the normal standards for a DECT phone: Maximum range up to 300 metres outdoors or 50 metres indoors.

The signal range may decrease if there is any large metal object between the handset and the base, such as a refrigerator, a mirror, a filing cabinet, metallic doors or reinforced concrete. The signal strength may also be reduced by other solid structures like walls, or by other radio or electrical interference.

## 2 INSTALLING YOUR PHONE

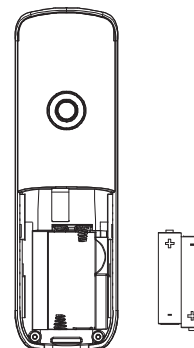
### 2.1 Connecting the base station

- 1) Plug the power supply  and line cord  into the base station.
- 2) Plug the power adapter into a 230Vac, 50Hz mains socket, and the line cord into your telephone line socket.
- 3) Always use the cables provided in the box  
Warning: Use only the provided adaptor, using other power supplies may cause a hazard.  
Warning: Install the base unit in a position where the mains adapter plug will reach an easily accessible mains socket.  
Never try to lengthen the mains power cable.  
Note: The base unit needs mains power for normal operation, not just for charging the handset batteries.



### 2.2 Installing and charging the batteries

- 1) Place the 2 supplied batteries into the battery compartment with the polarity markings as shown. Use only the NiMH rechargeable battery type provided.
- 2) Position the battery compartment cover over the batteries and slide up to click into place.
- 3) Put the handset on the base and charge for 15 hours before using the handset for the first time. The handset will give a beep when it is properly placed on the base or charger.



### 2.3 Connecting the charger(s) (Office 1350 duo/trio)

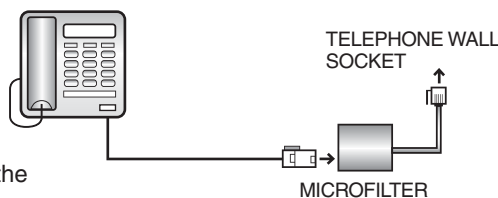
Plug the power adapter into a 230Vac, 50Hz mains socket.

#### If you have a Broadband line

If you connect your telephone to a line with a broadband connection, you will need to insert a micro-filter between the telephone and the telephone line, otherwise you may get interference between the telephone and the broadband, which could cause problems.

In a home with broadband, every telephone must have a micro-filter connected, not just the one at the telephone point that your modem is connected to.

If you need more broadband micro-filters, contact your broadband supplier.



## 3 GETTING TO KNOW YOUR PHONE

### 3.1 Handset Overview

#### MENU/OK KEY

In idle mode: Press to access the main menu  
In sub-menu mode: Press to confirm the selection  
During a call: Press to access Intercom / Phonebook / Redial List / Call List

#### TALK

In idle / predialling mode: Press to make a call  
In Redial list / Call List / Phonebook list: Press to make a call to the displayed entry.  
During ringing: Press to answer a call

#### DOWN

In idle mode: Press to access the redial list  
In menu mode: Press to scroll down the menu items  
In Phonebook list / Redial list / Call List: Press to scroll down the list  
During a call: Press to decrease the earpiece volume  
During ringing: Press to decrease the ringer volume

#### HANDSFREE

During a call: Press to turn on / off the speakerphone.  
Call List / Phonebook entry : Press to make a call with handsfree  
During ringing: Press to answer a call with handsfree

#### UP

In idle mode: Press to access the call list  
In menu mode: Press to scroll up the menu items  
In Phonebook list / Redial list / Call List: Press to scroll up the list  
During a call: Press to increase the earpiece volume  
During ringing: Press to increase the ringer volume

#### CLEAR KEY (CLEAR / BACK / MUTE/INTERCOM)

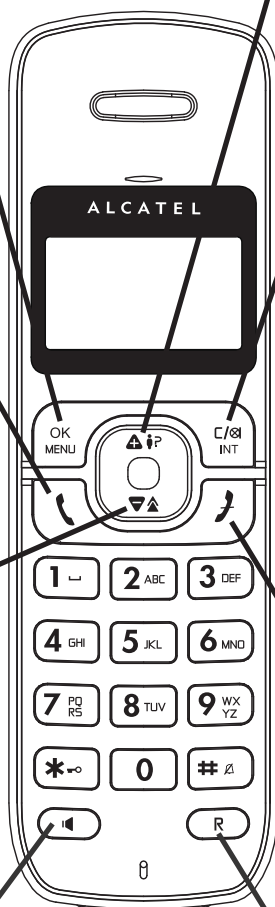
In main menu mode: Press to go back to idle screen  
In sub-menu mode: Press to go back to previous level  
In sub-menu mode: Press and hold to go back to idle screen  
In editing / predialling mode: Press to clear a character / digit  
In editing / predialling mode: Press and hold to delete all the characters / digits  
During a call: Press to mute/unmute the microphone  
In idle mode: Press to intercom another handset

#### OFF

During a call: Press to end a call and go back to idle screen  
In menu / editing mode: Press to go back to previous menu  
In idle mode: Press and hold to power off the handset  
In idle mode (when the handset is powered off): Press and hold to power on the handset.

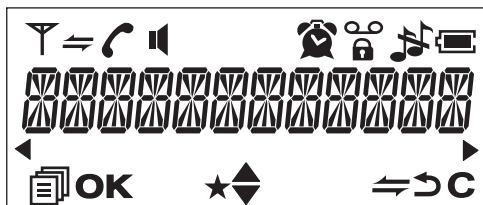
#### RECALL (also called FLASH)















In idle / predialling mode: Press to insert a recall  
During a call: Press to dial a recall



### 3.2 Display Icons and Symbols

The LCD display gives you information on the current status of the telephone.



-  Steady when the handset is in range of the base. Flashes when out of range of the base or not registered to the base.
-  Steady when an intercom call is in progress. Flashes when there is an incoming internal call.
-  Indicates a call is in progress on that handset.
-  Indicates that Speakerphone is being used.
-  Indicates that the handset ringer is switched off.
-  Steady when an alarm is set. Flashes when the alarm is sounding.
-  Indicates that the keypad is locked.
-  Indicates when you have a new Voice Mail message.
-  Indicates when the battery is fully charged.  
Whole icon flashes when the battery is charging.  
Internal block icon flashes when the battery is in final charging stage.
-  Indicates when the battery needs charging.  
Flashes when low battery power level is detected.
-  Indicates when there are more characters or numbers in front of those being displayed.
-  Indicates when there are more characters or numbers after those being displayed.
-  Indicates new call in call list.
-  Indicates more options available in lists, above or below.



## 4 USING YOUR PHONE

### 4.1 Make a Call

#### 4.1.1 Preparatory Dialling

Enter the phone number and press <TALK> to connect to the line and dial the number.  
When entering the number, if you make a mistake, press <C> to delete digits.

#### 4.1.2 Direct Dialling

Press <TALK> to connect to the line and then enter the phone number.

#### 4.1.3 Call from the phonebook

Press <MENU/OK>, <DOWN>, <MENU/OK> to access the phonebook and press <UP/DOWN> to select the desired phonebook entry.  
Press <TALK> to dial out the selected phonebook entry.

**Note:** The alphanumeric keys provide a short-cut to find entries beginning with the corresponding letters.

#### 4.1.4 Call from the call list (only available with Caller Display Subscription)

Press <UP> to access the call list and press <UP/DOWN> to select the desired call list entry.  
Press <TALK> to dial out the selected call list entry.

**Note:** You can also access the call list by pressing <MENU/OK> twice.

#### 4.1.5 Call from the redial list

Press <DOWN> to access the redial list and press <UP/DOWN> to select the desired redial number.  
Press <TALK> to dial out the selected redial number.

#### 4.1.6 Call timer

Your handset automatically times the duration of every call.  
The call timer is displayed as soon as you answer a call or 15 seconds after dialling and remains on the screen for 5 seconds after the end of the call.  
It is shown in hours, minutes and seconds format (HH:MM:SS).

### 4.2 Answer a Call

If the handset is not on the charging cradle:

When the phone rings, press <TALK> to answer a call.

**Note:** If AUTO ANSWER is set to ON, then lifting the handset off the base or charger will answer the call automatically, and no buttons need to be pressed.

### 4.3 End a Call

During a call press <OFF> to end the call. OR  
Put the handset on the base station or charger to end the call.

#### 4.4. Handset Speakerphone

During a call, you can press **HANDSFREE** to alternate between handsfree and normal handset use.

#### 4.5 Adjust Volume

There are 5 levels (VOLUME 1 to VOLUME 5) to choose from for each of the earpiece and speaker volumes.

During a call:

Press <UP/DOWN> to select volume 1-5. The current setting is shown.

When you end the call, the setting will remain at the last selected level.

#### 4.6 Mute a Call


You can talk to someone nearby without letting the caller hear you during a call.

During a call:

Press <C> to mute the microphone and "**MUTED**" will display on the LCD.

Your caller cannot hear you. Press <C> again to unmute the microphone.

#### 4.7 Turn off the Handset Ringer


In idle, press and hold <#> to turn off the handset ringer. The icon  is displayed on the LCD.

**Note:** The display will still flash the icon  and show CALL or the Caller Display number, when there is an incoming call, even if the ringer is turned off.

To turn the ringer back on, press and hold <#> again.

#### 4.8 Turn on the Keypad Lock

You can lock the keypad so that it cannot be used accidentally while carrying it around.

In idle, press and hold <\*> to turn on the keypad lock, and the icon  will display.

**Note:** You can still use <TALK> to answer a call when the handset is ringing.

To turn the keypad lock off, press and hold <\*> again.

#### 4.9 Redial the last number

You can redial any of the 5 last numbers called. If you have stored a name in phonebook to go with the number, the name will be displayed instead.

The most recent last number will display at the top of the redial list.

##### 4.9.1 Redial a Number from the Redial List

1. In idle mode, press <DOWN> to access the redial list.

**Note:** If the redial list entry shows a name, press <#> to view the number of this entry.

2. Press <UP/DOWN> to browse the redial list.
3. Press <TALK> to dial to the selected redial number.

**Note:** If there are no numbers in the redial list, the display shows "**EMPTY**".

#### 4.9.2 Store a Redial Number into the Phonebook

1. Follow Steps 1 and 2 in section 4.9.1.
2. Press <MENU/OK> and <UP/DOWN> to select **ADD TO PB**.
3. Press <MENU/OK> and then enter the name you want to use in the phonebook.
4. Press <MENU/OK> and then modify the number, if necessary.
5. Press <MENU/OK> to show <**MELODY 1**>.
6. Press <UP/DOWN> to browse the ringtone list. The respective ringtone will be played when browsing the ringtone list. (Note: the selected melody will only be played when you receive a call if you subscribe to Caller Display and the incoming number matches the stored number.)
7. Press <MENU/OK> to confirm, and the entry will be stored.


#### 4.9.3 Delete a Redial Number

1. Follow Steps 1 and 2 in section 4.9.1.
2. Press <MENU/OK> and <UP/DOWN> to select **DELETE**.
3. Press <MENU/OK> to confirm, and the entry will be deleted.

#### 4.9.4 Delete all Redial List entries

1. Follow Steps 1 and 2 in section 4.9.1.
2. Press <MENU/OK> and <UP/DOWN> to select **DELETE ALL**.
3. Press <MENU/OK> to display <**CONFIRM?**>.
4. Press <MENU/OK> to confirm. All entries will be deleted and the display will show <**EMPTY**>.

#### 4.10 Find the Handset

You can locate the handset by pressing  on the front of the base station. All the handsets registered to the base will produce the paging tone and show "**PAGING**" on the display for 60 seconds.

You can stop the paging by pressing <TALK>/<OFF>/<C> on any handset or  on the base again.

#### 4.11 Make an Internal Call (Multi - handset versions only)

This feature is only applicable when there are at least two registered handsets. It allows you to make internal calls, transfer external calls from one handset to another handset and make conference calls. If the called handset is not answered within 60 seconds, the called handset will stop ringing and the calling handset will return to standby mode.

**Note:** If only one handset is registered to the base station, when <C> is pressed, it will display "**NOT POSSIBLE**".

#### 4.11.1 Intercom Another Handset

1. In idle mode, press <C> and all the other registered handset numbers will display, along with a "9".
2. Enter the number of the handset that you want to call, or enter "9" to call all handsets.
3. The called handset rings and <TALK> must be pressed on that handset to establish the intercom call.

**Note:** If only two handsets are registered to the base station, pressing <C> will call the other handset immediately.

**Note:** If there is an external call while you are on an intercom call, you'll hear warning beeps, and you have to end the intercom call, before you can answer the external call.

#### 4.11.2 Call All Handsets

1. In idle mode, press <C> and the registered handsets will display.
2. Press <KEY 9> to ring to all registered handsets

#### 4.11.3 Transfer an External Call to another handset

During an external call:

1. Press <MENU/OK> and <UP/DOWN> to select **INTERCOM**.
2. Press <MENU/OK> to show all the other registered handset numbers, plus "9". Enter the number for the handset you want to transfer the call to.
3. The external call is put on hold automatically and the called handset rings.
4. Press <TALK> on the called handset to establish an internal call.
5. Press <OFF> on the calling handset or put the calling handset on the charging cradle to end the current call with the external party.
6. The external call is transferred to the called handset.

**Note:** If the other handset has not answered the intercom call, you can stop the intercom and return to the external call by pressing <OFF>.

#### 4.11.4 Make a 3-way Conference Call

The conference call feature allows one external call to be shared with two handsets (in intercom).

The three parties can share the conversation.

During an external call:

1. Follow Steps 1 to 4 in section 4.11.3.
2. Press and hold the star key <\*> on the calling handset to establish the conference call.

Either handset can exit the conference by pressing <OFF>, leaving the other handset still connected to the external call.

## 5 PRIVATE PHONEBOOK

Each handset can store up to 20 private phonebook entries with names and numbers. Each phonebook entry can have a maximum of 20 digits for the phone number and 12 characters for the name. You can also select different ringtones for your phonebook entries.

**(Note:** the different ringtones only play when you receive a call if you subscribe to Caller Display and the incoming number matches the stored number.)

Phonebook entries are stored alphabetically by name.

### 5.1 Add a New Phonebook Entry

In idle:

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <MENU/OK> to show **ADD**.
3. Press <MENU/OK> and then enter the name.
4. Press <MENU/OK> and then enter the number.
5. Press <MENU/OK> and <UP/DOWN> to select the desired ringtone for your phonebook entry.
6. Press <MENU/OK> to store the phonebook entry.

### 5.2 Search for a Phonebook Entry

In idle:

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Enter the first letter of the name using the alphanumeric keys (e.g. if it begins with C, press the 2 key three times), and then <UP/DOWN> to scroll to the entry you want.

### 5.3 View a Phonebook Entry

In idle:

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <UP/DOWN> to select the desired phonebook entry.
3. Press <MENU/OK> and <UP/DOWN> to select **VIEW**.
4. Press <MENU/OK> and <UP/DOWN> to review the name, number and ringtone of the selected phonebook entry.

**Note:** If the number is more than 12 digits, press <MENU/OK> or <C> to view the remaining digits.

## 5.4 Edit a Phonebook Entry

In idle:

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <UP/DOWN> to select the desired phonebook entry.
3. Press <MENU/OK> and <UP/DOWN> to select **EDIT**.
4. Press <MENU/OK> to display the current name.
5. Edit the name and press <MENU/OK>.
6. Edit the number and press <MENU/OK>.
7. Press <UP/DOWN> to select the ringtone and press <MENU/OK> to confirm.

## 5.5 Delete a Phonebook Entry

In idle:

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <UP/DOWN> to select the desired phonebook entry.
3. Press <MENU/OK> and <UP/DOWN> to select **DELETE**.
4. Press <MENU/OK> to confirm, and the entry will be deleted.

## 5.6 Delete all Phonebook Entries

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <MENU/OK> and <UP/DOWN> to select **DELETE ALL**.
3. Press <MENU/OK> to display <CONFIRM?>.
4. Press <MENU/OK> to confirm. All entries will be deleted and the display will show <EMPTY>.

## 5.7 Check the Phonebook Usage

You can check how many phonebook entries are stored in your handset and how many phonebook entries are available for you to store in the phonebook.

1. Press <MENU/OK> and <UP/DOWN> to select **PHONEBOOK** and then press <MENU/OK> to access the phonebook.
2. Press <MENU/OK> and <UP/DOWN> to select **PB STATUS**.
3. Press <MENU/OK> to display how much of the phonebook is being used, for example <14/20> means 14 entries are stored out of the total 20 available spaces.

## 6 CALLER DISPLAY (NETWORK DEPENDENT)

This feature is available if you have subscribed to the Calling Line Identification service with your network service provider. Your phone can store up to 10 received calls with date/time information in the Call List. The number will be shown on the handset display when the phone is ringing. If the number matches with one of the entries in your Private Phonebook, the caller's name stored in the private phonebook will be displayed alternately with the number, and the handset will ring with the ringtone associated with that phonebook entry. If the call is from someone who withheld their number, "**WITHHELD**" will display. If the call is from someone whose number is unavailable, "**OUT OF AREA**" will display. If you've got new Caller Display records, the handset will display "**X NEW CALLS**" in standby mode. The New Calls indication will remain until all the new call records have been viewed on that handset.

### 6.1 View the Call List

All received calls are saved in the call list with the latest call at the top of the list. When the call list is full, the oldest call will be replaced by a new call. Any unanswered calls which have not been viewed are marked with a <\*> icon at the centre of the bottom line of the display.

1. Press <UP> to access the call list.  
OR Press <MENU/OK> and <UP/DOWN> to show **CALL LIST**, then press <MENU/OK>.
2. Press <UP/DOWN> to select the desired entry.
3. Press <#> to view the caller's number if applicable.
4. Press <MENU/OK>, <UP/DOWN> to show **DETAILS**, and then <MENU/OK> to display the date and time of the call. Press <MENU/OK> to go back to the previous screen.

### 6.2 Store a Call List Number into the Phonebook

1. Follow Steps 1 and 2 in Section 6.1.
2. Press <MENU/OK> and <UP/DOWN> to show **ADD TO PB**.
3. Press <MENU/OK> and then enter the name.
4. Press <MENU/OK> and the selected call list number is displayed.
5. Edit the number if necessary.
6. Press <MENU/OK> and <UP/DOWN> to select the ringtone.
7. Press <MENU/OK> to store the phonebook entry and return to the calls list.

### 6.3 Delete an entry in the Call List

1. Follow Steps 1 and 2 in Section 6.1.
2. Press <MENU/OK> and <UP/DOWN> to select **DELETE**.
3. Press <MENU/OK> to confirm.

### 6.4 Delete all Call list entries

1. Follow Steps 1 and 2 in Section 6.1.
2. Press <MENU/OK> and <. UP/DOWN> to select **DELETE ALL**.
3. Press <MENU/OK> to display <**CONFIRM?**>.
4. Press <MENU/OK> to confirm. All entries will be deleted and the display will show <**EMPTY**>

## 7 USING YOUR OFFICE 1350 WITH THE OPERATOR'S VOICEMAIL SERVICE

By subscription to your operator, you can have your calls diverted to a voicemail box when you are absent. For more details, contact your operator.

### 7.1 Receiving voicemail messages

When new messages are received, the icon **vo** appears on the screen.

The icon disappears once you have consulted the voicemail messages.



## 8 PHONE SETTINGS

Your phone comes with a selection of settings that you can change to personalise your phone the way you like it to work.

### 8.1 Date and Time Settings

If you subscribe to Caller Display the time and date settings will be automatically updated by the network when you receive an incoming call.

The Caller Display service only sends the month and date, not the year, so you may need to set the year.

#### 8.1.1 Change the Date Format

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DATE & TIME**.
3. Press <MENU/OK> and <UP/DOWN> to select **DATE FORMAT**.
4. Press <MENU/OK> and <UP/DOWN> to select your desired date format (**DD-MM-YY** or **MM-DD-YY**).
5. Press <MENU/OK> to confirm.

#### 8.1.2 Change the Time Format

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DATE & TIME**.
3. Press <MENU/OK> and <UP/DOWN> to select **TIME FORMAT**.
4. Press <MENU/OK> and <UP/DOWN> to select your desired time format (**12 HR** or **24 HR**).
5. Press <MENU/OK> to confirm.

#### 8.1.3 Set the Time

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DATE & TIME**.
3. Press <MENU/OK> and <UP/DOWN> to select **SET TIME**.
4. Press <MENU/OK> and then enter the time information in 24 hour format.
5. Press <MENU/OK> to confirm.



**Note:** If time has been set before, the current time will display, otherwise, “**HH:MM**” will display.

#### 8.1.4 Set the Date

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DATE & TIME**.
3. Press <MENU/OK> and <UP/DOWN> to select **SET DATE**.
4. Press <MENU/OK> and then enter the date information in the format you set in Section 8.1.1.
5. Press <MENU/OK> to confirm.

**Note:** If date has been set before, the current date will display, otherwise, “**DD-MM-YY**” will display.

## 8.2 Alarm Settings

You can set an alarm time on this phone. When an alarm is set, the alarm icon <  > is shown on the handset display. When the alarm time is reached, the alarm icon <  > and " **ALARM ON** " flash on the handset display, and the alarm tone rings for 45 seconds. You can press any key to disable the alarm. If the snooze function is activated, the alarm will sound again at the end of the snooze period of seven minutes. You can also press and hold <OFF> while the alarm is sounding, to stop the alarm and turn off the snooze function.

**Note:** a key press will still disable the alarm even if the handset keypad is locked when the alarm rings.

### 8.2.1 Turn on/off the Alarm

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **ALARM**.
3. Press <MENU/OK> and <UP/DOWN> to select **ON/OFF**.
4. Press <MENU/OK> to confirm.

**Note:** If ON is selected, you will be asked to set the alarm time.

### 8.2.2 Set the Alarm Time (If Alarm time is set to be ON)

1. Follow Steps 1 to 4 in Section 8.2.1.
2. Enter the alarm time in 24 hour format.
3. Press <MENU/OK> to display "**SNOOZE**".
4. Press <MENU/OK> and <UP/DOWN> to select snooze **ON** or **OFF**.

## 8.3 Handset Settings


### 8.3.1 Set the Ringer Melody for Internal Calls

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **RING SETUP**.
3. Press <MENU/OK> and <UP/DOWN> to select **INT RING**.
4. Press <MENU/OK> and <UP/DOWN> to select the melody.  
**Note:** The respective melody will be played while browsing the ringtone list.
5. Press <MENU/OK> to confirm.

### 8.3.2 Set the Ringer Melody for External Calls

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **RING SETUP**.
3. Press <MENU/OK> and <UP/DOWN> to select **EXT RING**.
4. Press <MENU/OK> and <UP/DOWN> to select.  
**Note:** The respective melody will be played while browsing the ringtone list.
5. Press <MENU/OK> to confirm.

### 8.3.3 Set the Ringer Volume

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **RING SETUP**.
3. Press <MENU/OK> and <UP/DOWN> to select **RING VOLUME**.
4. Press <MENU/OK> and <UP/DOWN> to select the desired ringer volume (a total of 6 ringer volume levels including **VOLUME OFF**).  
**Note:** The respective ringer volume will be played during your selection.  
If **VOLUME OFF** is selected, the icon  will be displayed.
5. Press <MENU/OK> to confirm.

### 8.3.4 Set Alert Tones

Three different alert tones are set on by default, but can be turned off, if desired.

Key Tone - a single beep is emitted when you press a key.

Low Battery Tone - emitted while you are talking on the phone to alert you that you need to charge the handset batteries.

Out of Range Tone - emitted while you are talking on the phone to alert you to move closer to the base unit, before the call is lost.

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **tone SETUP**.
3. Press <MENU/OK> and <UP/DOWN> to select **KEY TONE / BATTERY TONE/OUT OF RANGE**.
4. Press <MENU/OK> and <UP/DOWN> to turn on or off these tones.
5. Press <MENU/OK> to confirm.

### 8.3.5 Set the Handset Language

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **LANGUAGE**.
3. Press <MENU/OK> and <UP/DOWN> to select the desired language.
4. Press <MENU/OK> to confirm.

### 8.3.6 Rename the Handset

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **RENAME HS**.
3. Press <MENU/OK> and change the name of your handset, using <C> to delete letters and the alphanumeric keys to enter up to 10 letters for the name.
4. Press <MENU/OK> to confirm.

### 8.3.7 Choose the Information to be Displayed in Idle

You can choose to display time or handset name in your idle screen.

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **HS DISPLAY**.
3. Press <MENU/OK> and <UP/DOWN> to select **HANDSET NAME** or **TIME**.
4. Press <MENU/OK> to confirm.

**Note:** If TIME is selected, but no time has been set the display will show -----

### 8.3.8 Set the Auto Answer

If you turn on the Auto Answer, you can answer a call automatically by just lifting the handset off the base or charger, without having to press any key.

1. Press <MENU/OK> and <UP/DOWN> to select **HS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **AUTO ANSWER**.
3. Press <MENU/OK> and <UP/DOWN> to turn on or off the auto answer feature.
4. Press <MENU/OK> to confirm.

## 8.4 Base Settings

### 8.4.1 De-register a Handset

This operation should only be necessary if one of your handsets becomes faulty or lost and needs to be replaced.

You will need to enter the 4-digit System PIN (Default PIN is 0000) in order to de-register a handset from the base station. A de-registered handset will have the antenna icon flashing and "**REGISTER**" on the display.

**Note:** You cannot de-register the handset that you are currently using.

1. Press <MENU/OK> and <UP/DOWN> to select **BS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DELETE HS**.
3. Press <MENU/OK> and the display shows "**PIN? -----**".
4. Enter the 4-digit system PIN (default 0000).
5. Press <MENU/OK> and the first handset number is displayed.
6. Press <UP/DOWN> to scroll through the list of registered handsets and select the number of the handset you want to de-register.
7. Press <MENU/OK> to confirm, and the chosen handset will be de-registered.

#### 8.4.2 Change the dial mode

You should normally leave the dialling mode at its default setting of **TONE** (also called **DTMF**) unless the phone is connected to an old exchange that only recognises **PULSE** dialling.

**Note:** If **PULSE** dialling is set, you can press the \* key to switch to **TONE** dialling for the rest of that call.

1. Press <MENU/OK> and <UP/DOWN> to select **BS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **DIAL MODE**.
3. Press <MENU/OK> and <UP/DOWN> to select **TONE or PULSE**  
(The current setting is indicated by an asterisk to the right).
4. Press <MENU/OK> to confirm.

#### 8.4.3 Change the Flash (Recall) Time

You may need to change the recall (flash) time if your phone is connected to a **PBX**. The recall time options are **SHORT**, **MEDIUM** (300ms) or **LONG** (600ms the default value).

1. Press <MENU/OK> and <UP/DOWN> to select **BS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **FLASH TIME**.
3. Press <MENU/OK> and <UP/DOWN> to select your desired flash time  
(**SHORT, MEDIUM, LONG**, with the current setting indicated by an asterisk to the right).
4. Press <MENU/OK> to confirm.

#### 8.4.4 Change the System PIN Code

A 4-digit system **PIN** code is used for changing the system settings of the base station. The default system **PIN** code is 0000.

1. Press <MENU/OK> and <UP/DOWN> to select **BS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **CHANGE PIN**.
3. Press <MENU/OK> and the display shows **PIN?-----**.
4. Enter the old system PIN.
5. Press <MENU/OK> to display **NEW PIN?-----**, and enter your new 4-digit system PIN.
6. Press <MENU/OK> to display **CONFIRM?-----**, and enter your new 4-digit system PIN again.

**Note:** If the new PIN entered in Step 6 is not the same as the new system PIN again, entered in Step 5, you must enter the new system PIN at step 5 again.

7. Press <MENU/OK> to confirm.


## 8.5 Registration


**IMPORTANT:** When you purchase your phone system, all handset are already registered to your base, so you do not need to register them.


Handset registration is only necessary when you buy extra handsets or if a handset has become faulty.

You can register additional handsets to have up to five handsets per base unit, with each handset's number (1 to 5) shown on its display. (Note: each handset can only be registered to one base.)

To register a new handset to your base:

1. Press and hold  on the base station for more than five seconds, to put the base station into registration mode. It will stay in registration mode for about 1 minute, so the following handset sequence must be completed within this time.
2. Press <MENU/OK> and <UP/DOWN> to select **REGISTRATION**.
3. Press <MENU/OK> to display **PIN?-----**.
4. Enter the 4-digit system PIN (default 0000).
5. Press <MENU/OK> to confirm, and the display will show **SEARCHING**.

If the handset registration is successful, you will hear a confirmation tone and the  will stop flashing.

The handset will automatically be allocated the next available handset number. This handset number is shown in the handset display in standby mode. If the handset registration is unsuccessful, the  will still flash.

## 8.6 Reset Your Phone

You can reset your phone to the default settings. After a reset, all your personal settings, call list entries, and redial list entries will be deleted but your phonebook remains unchanged.

1. Press <MENU/OK> and <UP/DOWN> to select **DEFAULT**.
2. Press <MENU/OK> to display **PIN?-----**.
3. Enter the 4-digit system PIN (default 0000).
4. Press <MENU/OK> to display **CONFIRM?**
5. Press <MENU/OK> to confirm, and the phone will be reset to its default settings.

## 8.7 Repeater mode

With a repeater you can increase the range of your base station. At first, you must activate the repeater mode from your phone :

1. Press <MENU/OK> and <UP/DOWN> to select **BS SETTINGS**.
2. Press <MENU/OK> and <UP/DOWN> to select **REPEATER**.
3. Press <MENU/OK> and <UP/DOWN> to select **ON** to activate the repeater mode, select **OFF** to deactivate it.

With the repeater mode activated, refer to your repeater user manual about how to register it to your phone base station. After successful registration, your repeater is ready for use.

## 9 TROUBLESHOOTING

As a general rule, if a problem occurs, remove the batteries from all the handsets in your installation for about 1 minute, then disconnect and reconnect the power supply to the base and reinstall the handset batteries.

Problem	Cause	Solution
Nothing appears on the display.	The device is not powered up. The batteries are flat.	Check the power supply connection. Put the handset back on its base to recharge the batteries.
There is no dial tone.	The handset is not registered on the base. The batteries are flat.  The device is not connected to the telephone network. The handset is out of range of the base. The line cord is incompatible.	See Section 8.5 "Registration". Put the handset back on its base to recharge the batteries. Check that the phone cord is properly connected. Move nearer to the base.  Use the cord supplied with the telephone.
The reception quality is poor, or deteriorates during a call.	You are out of range of the base or in an environment subject to interference. You have ADSL.	Move nearer to the base, or move the base 1 m.  Connect an approved ADSL filter between the phone connector and the wall socket.
Your correspondent can't hear you.	The microphone is off: the Secrecy/Mute function is active.	See Section 4.6 "Mute a call".
The handset doesn't ring.	The handset ringer is off.	See Section 4.7 "Turn off the handset ringer"
The batteries are still flat after several hours on charge.	The base or charger is not powered up.  The handset batteries are defective.	Check your power supply connections.  Ask your reseller to supply you with new batteries.

The store where you bought your telephone can also provide you with information and after-sales support.

## 10 SAFETY

In the event of an electrical hazard, the mains adapter acts as 230V power isolating device. It should therefore, as a precaution, be installed close to the appliance and be easily accessible. To disconnect the device from the primary power source, the mains adapter must be removed from the 230V AC / 50 Hz socket.

If the mains adapter fails, it must be replaced by an identical model.

If not connected to the mains power, or if there is a mains power failure, telephones that use cordless handsets will not work.

You will then be unable to make or receive calls in the event of an emergency.

This is why we recommend that you also keep a conventional telephone – one that doesn't require a power supply – as a backup.

***! Do not use your telephone to notify a gas leak when standing in the vicinity of the leak.***

It is recommended that you avoid using this device during electrical storms.

Do not attempt to open the batteries, as they contain chemical substances. In the event of leakage, avoid contact with the skin, eyes, nose and mouth. In the event of contact, rinse the affected part for about twenty minutes with running water and seek urgent medical attention. Clean the product with absorbent paper or a dry cloth and contact your reseller for replacement batteries.

ATLINKS hereby declares that the **Office 1350** and **Office 1350 Duo/Trio** conform to the essential requirements and other applicable provisions of European directive 1999/5/EC.





## 11 ENVIRONMENT



This symbol means that your inoperative electronic appliance must be collected separately and not mixed with the household waste. The European Union has implemented a specific collection and recycling system for which producers are responsible.

This appliance has been designed and manufactured with high quality materials and components that can be recycled and reused. Electrical and electronic appliances are liable to contain parts that are necessary in order for the system to work properly but which can become a health and environmental hazard if they are not handled or disposed of in the proper way. Consequently, please do not throw out your inoperative appliance with the household waste.

If you are the owner of the appliance, you must deposit it at the appropriate local collection point or leave it with the vendor when buying a new appliance.

- If you are a professional user, please follow your supplier's instructions.
- If the appliance is rented to you or left in your care, please contact your service provider.

Keen to preserve the environment, ATLINKS has equipped this appliance with a switching power supply, offering better energy efficiency. The advantages include not only very low electricity consumption, but also a more compact format than the conventional power supply units used by the previous range.

The used batteries from your telephone (if it has batteries) must be disposed of in compliance with current environmental protection regulations. Comply with your local regulations. Return your batteries to your reseller or dispose of them at an approved recycling centre.

***Help us protect the environment in which we live!***



## R&TTE DECLARATION OF CONFORMITY (DOC)

We,

**ATLINKS EUROPE**  
22, Quai Gallieni  
92150 SURESNES  
FRANCE

Declare under our sole responsibility that the products Alcatel Office 1350, Alcatel Office 1350 Duo and Office 1350 Trio comply:

- With the essential requirements and other relevant requirements of the R&TTE Directive (1999/5/EC) based on the following standards and other normative documents:
  - EN 60950-1 (2006) + A11 (2009)
  - EN 301406 V2.1.1 (2009)
  - EN 301489-01 V1.8.1:2008 / EN 301489-06 V1.3.1:2008
- With Commission regulation (EC) N° 278/2009 of April 6, 2009 implementing Directive 2005/32/EC of the European Parliament and of the Council with regard to ecodesign requirements for no-load condition electric power consumption and average active efficiency of external power supplies
- With Commission regulation (EC) no. 1275/2008 of December 17, 2008 implementing Directive 2005/32/EC of the European Parliament and of the Council with regard to ecodesign requirements for standby and off mode electric power consumption of electrical and electronic household and office equipment.

This conformity is understood as being effective if the product for which it is given is installed and used according to the instructions provided in the user's guide.

Suresnes October 20<sup>th</sup> 2010  
Didier GOUJARD  
CEO ATLINKS EUROPE



[www.atlinks.com](http://www.atlinks.com)

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Model Office 1350  
Office 1350 Duo / Trio G1b  
A/W No.: 10000210 Rev.0 (EN)  
Printed in China